

DRUGS OF ABUSE LABORATORY COMPREHENSIVE REVIEW CHECKLIST

Lab#	Chemist	Reviewer	Date of Review
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If any of the review elements are incomplete, the case file is to be returned to the chemist for completion. The Technical and Administrative Review are not to be initialed and dated if any of the individual elements have not been completed.

Item	Description	Checked
1	Is the evidence bag properly sealed initialed and crimped?	
2	Is the laboratory's chain of custody completed, up to the evidence's return to the vault?	
3	Was Administrative and Technical Review performed?	
4	Are all of the notes legible, organized and easy to understand?	
5	Do the notes contain a complete and accurate description of the evidence?	
6	Do the notes correspond to the actual testing performed? Are all testing documents included with file or properly referenced?	
7	Are the weights and/or volumes reported appropriately, and are the proper units noted? Was the correct choice of sampling technique used (e.g. HG/NS)?	
8	Has the reviewer checked the weight calculations if applicable?	
9	Do the testing criteria meet policy?	
10	Have the appropriate standards and blanks been run and does testing agree with certified reference material if confirmed?	
11	Are all notes and reports free from obliterations and are all strikethroughs and interlineations initialed?	
12	Are the reported conclusions scientifically supported by the included data? Does the report of the examiner satisfy the needs of the submitting agency?	
13	Are the examiner's initials and sample number on each page of the report?	
14	Are all appropriate lot #'s documented (e.g. standards, reagents, TLC solutions, etc.)?	
15	Does the report follow the appropriate guidelines?	
16	Is the certificate correct? Do the data, worksheet, receipt and certificate agree (e.g. agency, defendant name, dates, drug and class), or is any discrepancy explained?	